



**Agenda
Stevedoring and Related Transportation
Services (S&RTS) IPT Meeting #2
Charleston, South Carolina
28 July – 31 July 2003**

Tuesday, 29 July 03

- 0800 Opening Remarks: Frank Giordano
- 0815 Administrative & Process Matters, Introductions. Review Rules of Conduct, Objectives for this IPT, and Action Items from Last IPT: Joe Mercier (Facilitator) & assistant
- 0845 Review of Current Draft of PWS; clean up and add additional topics and requirements where necessary
- 1000 Break
- 1015 Continue Review of Current Draft of PWS
- 1200 Lunch Break
- 1300 Evaluate Performance Requirements Summary (PRS) spreadsheet; Solicit Quality Information (Acceptable Quality Levels (AQL's), surveillance methods)
- 1430 Break
- 1445 Working session on Quality Assurance Surveillance Plan
- 1545 Working session on Evaluation Criteria, and Best Value Evaluation
- 1630 Review Parking Lot; Agenda for 29 July 03; Q&A; Confirm Action Items
- 1700 Adjourn

Wednesday, 30 July 03

- 0800 Review of Tuesday's accomplishments, review and add/revise action items (if any)
- 0810 Review/Revise CLIN Structure (Solicitation Section B)
- 0945 Break
- 1000 Continue Review/Revision of CLIN Structure (Solicitation Section B)
- 1200 Lunch Break
- 1300 Continue Review/Revision of CLIN Structure (Solicitation Section B)
- 1415 Break
- 1430 Review Parking Lot; Agenda for 30 July 03; Q&A; Confirm Action Items
- 1500 Adjourn
- 1500 Site Visit of Charleston S&RTS Operation
- 1700 Site Visit concludes

Thursday, 31 July 03

- 0800 Review of Wednesday's accomplishments, review and add/revise action items (if any)
- 0810 Continue Review/Revision of CLIN Structure (Solicitation Section B)
- 1000 Break
- 1015 Continue Review/Revision of CLIN Structure (Solicitation Section B)
- 1200 Lunch break
- 1300 Compare revised CLIN Structure to Revised PWS; Align
- 1430 Break
- 1445 Review Standard Procurement Cycle -- discuss ways to expedite
- 1515 Open Discussion
- 1545 Plan next IPT Session (as necessary): Availability dates, location; etc.
- 1615 Migrate Parking Lot items to Action Items; Confirm Action Items, owners, due dates
- 1700 Adjourn